



## End-of-Course Assessments

**To:** Corporation Test Coordinators

**From:** Michele Walker, Director of School Assessment  
Trisha Wlodarczyk, Core 40 End-of-Course Assessment Coordinator

**Date:** April 25, 2007

**Re:** Reminder: End-of-Course Assessment Paper-and-Pencil Materials Pickup

### Return of End-of-Course Assessments

This email is a reminder that the Core 40 End-of-Course Paper-and-Pencil materials ordered by your corporation **must be picked up no later than 5/30/2007**. As described in the CTC and STC PP Manual, corporations should return materials in the original boxes, using this order:

- ☐ Unused booklets on the bottom (ALL)
- ☐ Examiner's Manuals next
- ☐ Examiner Surveys in Return Survey Envelopes next
- ☐ Used Test Booklets in the white Scoring Services Envelope next (if additional envelopes are needed, corporations may use their own indicating 1 of X, 2 of X, on the outside of the envelope)
- ☐ Completed School ID sheet on top
- ☐ Orange Corporation ID sheet on top of all other materials in box 1 of x.

If your corporation has a regularly scheduled UPS pickup, please give the box(es) to your regular UPS driver. If your site does not have a regularly scheduled UPS pickup time, call UPS for a pickup at 1-877-536-2697. This is an updated number to reach Questar's preferred UPS customer service. **You should indicate that the boxes are being shipped to Questar for scoring and that your corporation will NOT be responsible for any pickup fees or gas surcharges.** You may also drop the box(es) off at the nearest UPS pickup site.

Once the assessments have been received at Questar's scoring facility, online score reports will be available after 7 business days at:

<https://INCore40eca.achievementdata.com/admin>

### Additional Information

#### **Core 40 End-of-Course Assessment Related Questions and General Information:**

IDOE's ECA Help Desk  
Phone (317) 232-9050  
Email: [eca@doe.state.in.us](mailto:eca@doe.state.in.us)

#### **ECA Online Technology or Paper/Pencil Testing Related Questions:**

Phone: 1-877-IC40-ECA (877-424-0322)

Email: [Core40Support@achievementdata.com](mailto:Core40Support@achievementdata.com)

**Core 40 End-of-Course Assessment Web site:**  
[www.doe.state.in.us/core40eca](http://www.doe.state.in.us/core40eca)